

Automated Appraisal Rating and Documentation Submission

A new tool has been created to streamline the process of submitting annual **performance ratings into the personnel system as well as submitting the annual appraisal forms** into employees' Electronic Official Personnel Folder (eOPF) records. Annual performance **awards** can also be requested immediately after submitting the performance appraisal utilizing this same process.

Managers and administrative officers can utilize this new feature for the purpose of inputting employees' annual appraisal ratings and uploading the TAPES appraisal forms. Ratings input through this process are reflected immediately in the Defense Civilian Personnel Data System (DCPDS) and the associated performance appraisal documentation is instantly uploaded into the employees' eOPF record. An option for submitting performance awards is also available through this process which will result in the generation of the associated Notification of Personnel Action (SF-50) the following business day.

Appraisal forms (hard copy or electronic) should no longer be submitted to the CPAC. However, for any employees whose annual ratings that are less than "Fully Successful", please contact your CPAC MER Specialist prior to utilizing the automated tool. If you are unsure of who to contact for your organization please consult our online directory:

<http://www.swf.usace.army.mil/swd-cpac/phone.asp>.

Step by step instructions for scanning finalized TAPES forms as well as entering appraisal information into the system are available at the following CPAC website links:

Entering/Submitting Performance Appraisals:

<http://www.swf.usace.army.mil/swd-cpac/WordDoc/AwardsAppraisalGuidance/SubsubmittingTAPESPerformanceAppraisalsUsingtheAppraisalEntryToolinAutoNOA.pdf>

Entering/Submitting Awards: <http://www.swf.usace.army.mil/swd-cpac/WordDoc/AwardsAppraisalGuidance/SubsubmittingPerformanceAwardsUsingtheAppraisal%20EntryToolinAutoNOA.pdf>

It is highly recommended that you review this information prior to entering your first few appraisals into the Appraisal Entry Tool.

Procedures for using the AUTONOA Appraisal Entry Tool

1. Scan and save the TAPES appraisals forms in PDF Format.

a. Complete the TAPES appraisal forms. Ensure that the forms are signed and dated by the Rater, Senior Rater, and Employee.

b. Scan and save the appraisal documents in PDF format in the proper sequence. Because the submitted PDF file will become the official electronic record for each employee, appraisal PDF files must contain all required forms and **acceptable attachments. In addition, the pages found within each file must appear in the correct sequence as identified below.

NOTE: Please ensure that all pages contained in the PDF files have been scanned at an appropriate resolution so as to be legible, that the pages are straight and are oriented in the same manner (i.e. all pages are facing top-to-bottom). It is important that the scanned pages contained in the PDF files are clear and legible as this will become the official rating documentation that will be inserted into the employee's eOPF record. Please note that the size of each appraisal PDF file cannot exceed 30 megabytes.

- **SENIOR SYSTEM Performance Appraisal** document scanning sequence:
 - a) Senior System Civilian Evaluation Report (DA Form 7222, front)
 - b) **Performance Objectives continuation sheet(s), if any
 - c) Senior System Civilian Evaluation Report (DA Form 7222, reverse)
 - d) Senior System Civilian Evaluation Report Support Form (DA Form 7222-1, front)
 - e) Senior System Civilian Evaluation Report Support Form (DA Form 7222-1, reverse)
 - f) **Employee's Significant Contribution statement, if any
 - g) **Special Appraisal forms (finalized), if any
- **BASE SYSTEM Performance Appraisal** document scanning sequence:
 - a) Base System Civilian Evaluation Report (DA Form 7223, front)
 - b) Base System Civilian Evaluation Report (DA Form 7223, reverse)
 - c) Base System Civilian Performance Counseling Checklist/Record (DA Form 7223-1, front)
 - d) Base System Civilian Performance Counseling Checklist/Record (DA Form 7223-1, reverse)
 - e) **Employee's Significant Contribution statement, if any
 - f) **Special Appraisal forms (finalized), if any

2. Access the AutoNOA Website: <https://nccpoc.ria.army.mil/autonoa>. Users must have a DCPDS account ending in MGR and MGA and also have a CSU account in order to utilize the tool.

- a. Navigate to the AutoNOA Appraisal Entry website to view your list of employees.
- b. Select the appropriate employee and follow the online instructions to enter the annual rating.
- c. Upload the PDF appraisal file for the employee when prompted and click the submit button. When prompted you must open and review the uploaded file to ensure that it is correct.

****This information is in reference to the AWARDS procedures below****

The **Southwestern Division Office** and the **Fort Worth District** should **NOT** use the awards processing feature in the AutoNOA Appraisal Entry Tool, described below, at this time; SWDO and SWF both require RM approval of all awards prior to submission and the AutoNOA tool does not provide this option at the present time. Therefore, these organizations need to continue to use the AutoNOA US Awards submission process as they are currently doing.

Galveston District, Little Rock District and Tulsa District **CAN** utilize the awards processing feature in AutoNOA described below; however, the CEFMS PR&C number for the award amount must be entered in the “REMARKS” portion of the input screen.

If an award is to be processed at a later date (not in conjunction with submitting an employee's performance appraisal), then the guidance on the use of the AutoNOA US Awards submission process located on the SWD CPAC website in the following link should be utilized: <http://www.swf.usace.army.mil/swd-cpac/WordDoc/AwardsAppraisalGuidance/InstructionsforSubmittingAwardsGuidance.pdf>.

NOTE: A CEFMS PR&C is required to be certified in the system before an award is processed!

3. Entering AWARDS

Once the annual appraisal has been submitted, you will be provided the option to enter an annual performance award for the employee; Monetary or Time Off awards can be input and processed. Please note that input of an award does not have to be done immediately after submitting the employee's performance appraisal (awards can be input at a later date utilizing the US Awards submission tool which is also located on the AutoNOA main website). Be sure that the CEFMS PR&C number is shown in the remarks portion of the award.

Award justifications are not required to process awards and are not maintained in the employee eOPF record. Organizations should retain copies of justifications and approvals to satisfy regulatory requirements as well as their own record keeping requirements.